



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Executive Assistant

Position #:

917-190-1728-001

Salary Range:

\$3,288 - \$3,996

Issue Date:

February 6, 2013

Contact:

Stefanie Reyes

(916) 322-8022

stefanie.reyes@bscc.ca.gov

Location:

600 Bercut Drive

Sacramento, CA 95811

Final Filing Date:

February 22, 2013

(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS

ATTN: Stefanie Reyes

600 Bercut Drive

Sacramento, CA 95811

Please write "(position #)" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction of the Executive Director, the Executive Assistant provides high-level confidential, administrative, staff and secretarial services, dealing with a variety of sensitive, complex agency issues to the Executive Director and support to the Chief Deputy Director of the Board and State and Community Corrections (BSCC).

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Review and analyze incoming correspondence, including written and verbal inquiries from the Governor's Office, the Legislature, and other high-level contacts, on behalf of the Executive Director. Based on knowledge of the BSCC's policies and programs, and sensitivity and confidentiality of the issue, determine if the correspondence can be distributed to appropriate staff for response, needs the attention of the Executive Director, can be responded to on own initiative. Research and gather confidential and sensitive reference material on issues addressed in this correspondence. May suggest an appropriate response based on analysis of researched material. Compose and prepare correspondence independently or with direction of the Executive Director.
- Maintain electronic calendar and schedule appointments for the Executive Director and Chief Deputy Director. Prioritize appointment requests and assure that all individuals who need to be present are contacted. Arrange local meetings and make travel arrangements, as appropriate, for out-of-town meetings for the Executive Director and Chief Deputy Director and for task forces and committees appointed by the BSCC. Arrange meetings with other department heads, local, state, and national corrections executives, and with members of professional organizations from the public and private sectors.
- Screen visitors and callers requesting to meet or talk with the Executive Director, depending on the nature of the visit or call, determine if the visitor or caller should be referred to another member of the BSCC or to an appropriate BSCC staff member. May answer or follow up on own initiative. Receive press inquiries and, based on knowledge of the BSCC, its programs and policies and the sensitivity of the inquiry, either independently respond or refer to the Executive Director, Chief Deputy Director, or appropriate BSCC manager or staff.
- Review outgoing correspondence prepared by staff for the Executive Director

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



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and Chief Deputy Director's signature to assure that it is consistent with previous responses and BSCC policy. Check correspondence for proper format, grammatical construction, and typographical errors.

- Operate a personal computer to prepare correspondence, reports, speeches, BSCC meeting minutes, and other types of documents for the Executive Director. Maintain computer-accessed staff information system relating to the availability and scheduling of meeting rooms, the Executive Director and Chief Deputy Director's travel schedule, messages and notes to BSCC staff, etc. for the Executive Director. Under the direction of the Executive Director, with wide latitude for independent action, perform other sensitive and confidential assignments and a wide variety of administrative and routine office details including maintaining confidential and administrative files.
- Schedule official meetings for the BSCC Board (Board) members at various geographic locations in the state. Initiate and coordinate preparation of Board meeting agenda and related agenda materials. Distribute agenda and materials to the Board members, CSA staff, governmental and correctional agencies, and interested individuals throughout the state who attend the Board meetings. Schedule individual member briefings with the Executive Director prior to each Board meeting. Attend the Board meetings and record the proceedings, using notes and tape recorder with microphones. Transcribe the information, often of a sensitive nature and containing policy decisions of the Board, into accurate, comprehensive minutes of legal and historical value.
- Arrange travel for Board members, who travel from different areas of the state to the meeting site, and for the Executive Director and Chief Deputy Director. Prepare travel claims and distribute reimbursement checks for same.
- Schedule state mandate training for staff as directed by the Executive Director, determine accounting charges, and maintain related files and records. Also follow up with training agencies and employees so that copies of attendance records and certificates are filed in the employee record file and the cost of the training is posted to the correct account code.
- Coordinate, log, and track analyses of legislative bills, proposed legislation, and enrolled bills assigned to the BSCC or determined to have an impact on the BSCC by the BSCC's Legislative Coordinator. Submit legislative bill analyses with the Board recommendations to BSCC as required. Mail current analyses to Board members and maintain up-to-date files of bill analyses.
- Log, assign, and track public contact letters to the Governor's Office, for BSCC response. Log, assign, and track inmate complaint letters addressed to the Board members, the Governor, the President of the United States, and BSCC staff. Log, assign, and track correspondence for the Governor's signature.
- Serve as Filing Official for the filing of Board Members' Statements of Economic Interests with the Fair Political Practices Commission and as Filing Officer for BSCC staff.
- Participate as a member of task forces or committees established or assigned by the Executive Director, e.g., Affirmative Action Task Group, New Employees

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Orientation Guidelines, etc. Order money for the postage meter and United Parcel Service.

- Act as liaison with BSCC Board members, professional organizations, task forces, and committees representing corrections at the local, state, and national levels.
- Supervise and direct overall office management procedures of the Executive Director, including providing written or oral direction and orientation to lead secretaries on format and follow-up of completed assignments logged through the Executive Director's office and all documents for the Executive Director's signature.

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